



OUT OF PROVINCE TRAVEL

Appendix A – **INDIVIDUAL / GROUP OUT-OF-PROVINCE TRAVEL REQUEST FOR STAFF** Effective February 4, 2016

Submission Date: _____

1. **Individual travel request must have final approval at least 20 teaching days prior.** A *Request for Absence* form for those from Woodstock and Oromocto Education Centre regions should accompany this request. Once approval has been granted for those from Fredericton Education Centre region, the absence should be entered in AESOP.
2. Out-of-Province travel for:
 - a) School-based staff requires approval from the Principal, Director and the Superintendent;
 - b) Education Centre staff requires approval from the appropriate Director and the Superintendent;
 - c) Leads / Mentors require approval from the Subject Coordinator, Director and the Superintendent.
3. School sponsored student travel outside Atlantic Canada, Quebec, Ontario or Northeastern United States will not be approved.
4. Group travel requests must be made at least 40 teaching days prior to an out-of-province trip.

Name				Position			
Work Location	<input type="checkbox"/> School <i>(please specify)</i>						
	<input type="checkbox"/> School Department <i>(please specify)</i>						
	<input type="checkbox"/> Education Centre <i>(please specify)</i>						
	<input type="checkbox"/> Superintendent's Office						
Travel Destination				Travel Dates (Inclusive)			
				Number of Teaching Days			
Purpose of Trip	<input type="checkbox"/> Participant		<input type="checkbox"/> Award Recipient		Benefit of Travel		
	<input type="checkbox"/> Presenter		<input type="checkbox"/> Student Trip				
Other Information:							
Funding Information							
<i>Estimate of costs must be completed for all requests. Please ensure that the source of funds covers the entire estimate of costs.</i>							
Estimate of Costs				Source of Funds / Amount Received			
Registration / Fees		\$		<input type="checkbox"/> Department of Education		\$	
Travel / Mileage / Airfare		\$		<input type="checkbox"/> District <i>(specify contact)</i>		\$	
Meals/Accommodations		\$		<input type="checkbox"/> NBTA Grant		\$	
Supply Teacher Time <i>(\$232/day)</i>		\$		<input type="checkbox"/> Local Branch Grant		\$	
Other <i>(please specify)</i>		\$		<input type="checkbox"/> Teachers Working Conditions Fund		\$	
Total		\$		<input type="checkbox"/> Other <i>(please specify)</i>			
I will be sharing expenses with another participant:				Name of Other Participant			
<input type="checkbox"/> Yes <input type="checkbox"/> No				Shared Expenses / Amounts			
Employee's Signature				Date			
Principal / Subject Coordinator		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Date			
Signature							
Director of Schools OR Director of C&I / ESS		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Date			
Signature							
Superintendent		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Date			
Signature							

Note: Notification will be forwarded by Director of Curriculum and Instruction's Office to Applicant, Principal, Director of Schools and Budget & Accounting Dept. once all signatures are collected.